

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice SEM-30

For: State and County Offices

Background Investigation Processing for Lessor's Personnel and Contractors (Janitors, Maintenance Personnel, etc.) With Access to Government-Leased Space

Approved by: Acting Deputy Administrator, Management



1 Overview

A Background

The Emergency Preparedness Division (EPD) is responsible for FSA's Personnel Security Program including budgeting for personnel security investigations. To protect the integrity of FSA's Personnel Security Program, State and County Offices are now required to submit background investigation documents to EPD for lessor's personnel and contractors (janitors, maintenance personnel, etc.) with routine access to government-leased space.

Note: The investigation process will apply to locations where FSA is the lead leasing agency of the building.

B Purpose

This notice provides guidance to State and County Offices for submitting background investigation documents to EPD for the lessor's personnel and contractors who will have access to government-leased space.

C Contact

For questions about this notice, contact Rob Haughton, Acting EPD Director, by either of the following:

- e-mail at **robert.haughton@wdc.usda.gov**
- telephone at 202-720-0135.

Disposal Date

July 1, 2014

11-25-13

Distribution

State Offices; State Offices relay to County Offices

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2 Action

A State and County Office Action

Effective immediately, State and County Offices shall coordinate with their Real Property Leasing Officer (RPLO) to begin submitting the required investigative forms for the building lessor's personnel and contractors (janitors, maintenance personnel, etc.) who have access to Government-leased space.

State and County Offices shall submit the following:

- FSA-789, Applicant Background Investigation Processing Checklist
- 2 completed FD-258's, Fingerprint Chart, with the signatures and dates of both the applicant and the individual trained in the fingerprinting process
- OF-306, Declaration of Federal Employment.

FD-258's can be ordered by e-mail free of charge at fsdgoodwillwarehouse@opm.gov.

Note: FD-258's and OF-306 must be dated within 120 calendar days of submitting them to EPD.

B Processing Required Forms for Investigation Processing of Lessor's Personnel and Contractors (Janitors, Maintenance Personnel, etc.) With Routine Access to Government-Leased Space

Mail completed investigation packages to the following.

USDA, FSA, EPD
ATTN: Director, EPD
1400 Independence Ave, SW, STOP 0543
South Building, Room 0092-S
Washington, DC 20250-0567

2 Action (Continued)

C Mailing Background Investigation Documents

Background investigation documents contain PII and must be properly protected when shipped through a physical transportation system. The physical transportation system (shipping vendor such as UPS or USPS) used for shipping protected data shall offer a positive chain of custody and the ability to track the shipment's pickup, transfer, and delivery.

When sending background investigation documents through a physical transportation system, the sending office shall prepare and use 2 opaque containers (envelope, pouch, package, and/or box) for each shipment. Each shipment shall have 1 inner container and 1 outer container (double seal requirement). Prepare the containers as follows:

- label both containers (inner and outer) with name and address of recipient and sender
- ensure that both containers are sealed to prevent inadvertent opening and to readily show any signs of tampering
- under no circumstances should the inner or outer container be externally labeled to indicate or identify the shipment contains background investigation documents.

When shipping background investigation documents, the sending office shall follow-up to ensure that the shipment was received by EPD. Follow-up shall occur within 1 workday after the scheduled or anticipated delivery date. Follow-up may be accomplished by personal contact (e-mail or telephone) with EPD or confirmation of receipt as received from the automated tracking system offered by the shipping vendor (for example, e-mail delivery receipt notification, delivery notification posted on a web site).

If delivery of the background investigation documents is confirmed, the sending office does not need to take further action. If delivery of the background investigation documents is **not** confirmed within 1 workday after the scheduled or anticipated delivery date and an acceptable explanation for the delay has not been obtained or provided (for example, UPS truck was delayed), the sending office shall contact John Underwood, FSA Privacy Act Officer by e-mail at **john.underwood@kcc.usda.gov** or by telephone at 816-926-6992 for guidance about a possible loss or compromise of PII.